

AGENDA

Advisory Board Winchester Department of Social Services
Thursday, September 24, 2015, 4p.m.
24 Baker Street, Winchester, VA 22601

Call to Order

Approval of Minutes
July 23, 2015

Announcements

Staff Report

Management Team Report

Protective Services Team—Sarah Wingfield

Family Services Team—Jaimi Lineberg

Benefit Programs Team--Cindy Cooper & Vicki Whitmore

Self-Sufficiency Team-- Georjean Coco

Administration Team-- Nancy Valentine & Sherry Champney

Social Services Vacancy Report

McCrary Fund

Board Activities

Public Relations

Upcoming Awareness Months:

November 2015-Adoption Awareness

Old Business

Community Partner Award Reception

New Business

Eligibility Modernization: Document Management Imaging System

Date and Location of Next Meeting

November 19, 2015, 4pm, Winchester Social Services

Adjournment

Community Partner Award Reception to Immediately Follow Meeting

Minutes

Winchester Department of Social Services
Advisory Board Meeting
Thursday, July 23, 2015

Members Present: Betty Curtis, Ann Dillard, Eden Freeman, Kim Herbstritt, Marie Imoh, Les Taylor, Karen Shipp, Tricia Stiles, Kathy Tagnesi, Patrick Wingfield

Members Absent:

Staff/Guests: Amber Dopkowski (WDSS Director), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Jaimi Lineberg (WDSS Family Services Supervisor), Nancy Valentine (WDSS Finance Supervisor), Donna Veach (WDSS Admin Programs Asst.)

RECAP of Board Votes:

Motions:

Motion to Adopt the Minutes of the May 28, 2015 Advisory Board Meeting
Motion to Adjourn

Action:

1st: Betty Curtis
2nd: Karen Shipp
1st: Kathy Tagnesi
2nd: Les Taylor

Status:

Approved
Unanimously
Approved
Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 4:00pm by Tricia Stiles, Board Chair 	<ul style="list-style-type: none"> • Ms. Stiles welcomed City Manager, Eden Freeman • The Minutes from the May 28th meeting were reviewed with correction by Karen Shipp, removing her name on the Members Present list, as she was not in attendance. On motion by Betty Curtis and seconded by Karen Shipp, the Minutes were approved with corrections. The motion was approved unanimously as corrected.
Announcements	<ul style="list-style-type: none"> • DSS has been contacted by Washington Gas who will be providing light weatherization to homeowners in the City who would qualify for services. 	<ul style="list-style-type: none"> • Name, address and phone number of individuals should be forwarded to Ms. Dopkowski.
Staff Reports	<ul style="list-style-type: none"> • Management Team Report <ul style="list-style-type: none"> ○ Child Protective Services/Adult Protective Services ○ Family Services 	<ul style="list-style-type: none"> • Ms. Lineberg reported CPS has thirty five open cases, and twenty-nine active safety plans. APS has been busy with four to five screenings of individuals going into facilities. • Ms. Lineberg also reported we now have thirty-four children in foster care, two have been freed for adoption. Our Intern from Old Dominion University has

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	<ul style="list-style-type: none">○ Benefits Team ○ Self-Sufficiency Team ○ Administrative/Finance Services • Social Services Vacancy Report	<p><i>been working on three applications for adoption disclosure.</i></p> <ul style="list-style-type: none">• <i>Benefits have been busy sending employees to training for the new VaCMS system which will go live September 8th. They are also preparing for the new scanner program DMIS.</i>• <i>Interviews will be conducted next week to fill the Benefits IV vacancy.</i>• <i>504 total benefit program applications were received June 1st through July 22nd.</i>• <i>Ms. Coco reported funding for child care is less due to budget cuts by the Commonwealth.</i>• <i>Child care stats down and waiting list established due to Commonwealth budget cuts.</i>• <i>Overpayment reports – fraud investigations completed using PARIS matches which resulted in \$19,000 calculated claim value.</i>• <i>Midway through cooling program with 220 applications so far.</i>• <i>Ms. Valentine reported that during the month of June 1,072 individuals came into the office.</i>• <i>Admin team in the front office is excited about the implementation of DMIS.</i>• <i>Our in-house server is being replaced this weekend.</i>• <i>The new Exchange calendar for vehicle/conference room scheduling has been created by Connie Greer.</i>• <i>Currently we have two vacancies; Family Services Specialist IV and Benefits IV.</i>
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	<ul style="list-style-type: none"> • McCrory Fund 	<p><i>Interviews have been scheduled for next week.</i></p> <ul style="list-style-type: none"> • <i>The current balance is \$198,271.48. This can only be accessed by Advisory Board approval.</i>
Board Activities	<ul style="list-style-type: none"> • Public Relations <ul style="list-style-type: none"> ○ Upcoming Awareness Months 	<ul style="list-style-type: none"> • Interested individuals are to contact Ms. Dopkowski. Will decide at the September meeting if this is to be continued. • November 2015 is Adoption Awareness Month. Ms. Lineberg is planning a reception. Board involvement to be discussed at the September meeting. Ms. Herbstritt expressed interest in helping. • Ms. Tagnesi distributed and discussed plans for the Reception to be held September 24th following the Advisory Board meeting. Plans are to prepare for fifty people. Food items needed were distributed for member sign up.
Old Business	<ul style="list-style-type: none"> • Community Partner Award Reception 	
New Business	<ul style="list-style-type: none"> • Eligibility Modernization: Document Management Imaging System 	<ul style="list-style-type: none"> • This item will be discussed at the September meeting.
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be held Thursday, September 24, 2015, 4:00pm in the DSS Board Room 	<ul style="list-style-type: none"> • On Motion by Ms. Tagnesi, seconded by Mr. Taylor, the motion was passed unanimously. The meeting was adjourned with the Annual Board Training conducted by Vicki Johnson-Scott following.

Signature

Date